

Deb Shew – Business Education

Lesson Plans – Week 1 September 3 – September 7, 2018

	Accounting (1 st Hour)	Information Processing (3 rd Hour)	Intro to Business (5 th Hour)	Personal Finance (6 th Hour)	Keyboarding (7 th Hour)	Computer Technology (8 th Hour)
Monday	No School – Labor Day					
Tuesday 2nd Hour Study Hall (9:40-10:19) 4th Hour Prep (11:04 – 11:43) LUNCH 12:25 – 1:05	Syllabus, rules, 1 st Day Survey; seating chart; Google Classroom sign up; Why take Accounting; Transcribed Credit with CVTC – Katy Kiley (Thursday) to sign up 8:58 – 9:37	Syllabus, rules, 1 st Day Survey; seating chart; Google Classroom sign up; log-ins and passwords for www.edutyping.com PreTest for timing; grading requirements Explain certification exam expectations; Videos on certification 10:22 – 11:01	Syllabus, rules, 1 st Day Survey; Google Classroom sign up; What is Business? If you were to run a lemonade stand, what would you do? 11:46 – 12:25	Syllabus, rules, 1 st Day survey; Google Classroom sing up; Begin Pre Test 1:08 – 1:47	Syllabus, seating charts, folders/names Rules, 1 st Day Activity 1:50 – 2:29	Syllabus, rules, seating charts, Google Classroom 2:32 – 3:11
Wednesday 2nd Hour Study Hall	Pass out books and workbooks – expectations Check for ruler, calculator and pencil (points) Describe Chapter set up Chapter 1-1 The Accounting Equation – pass out notes	Setting up H:drive with folders Ch 1-10; email requirements; signature; attaching files; begin keyboard review; Lessons 1-3 (Homerow, H & E, I & R)	Lemonade Stand Game with 2 partners – 30 days with tracking sheet What are the 4 main activities of a business? How does tracking it help?	Finish Pre Test – correct	1 st Day Due Edutyping log-ins – parent letter Demo keyboard covers Go through Technique grade and expectations Covers on – Pretest timing Explain grading for timings	Begin File Management – creating folders Email accounts – signatures and profile pics Begin 1 st Day using Word – saving to H:drives
Thursday	Chapter 1-2 How Transactions Affect the Accounting Equation – PowerPoint and demo	Proofreading; capitalization rules; apply and learn activity; proofreading marks	Selling yourself? Young entrepreneurs videos Time to create a RESUME – What is a resume, what goes on it	The Good Life Collage – describe the purpose and questions (table) – begin collage	Covers on – begin Lesson #1 Learn F, J, and Space bar while reminding about technique	Finish 1 st day activity Email attachments – send 1 st Day activity
Friday	Chapter 1-3 How Transactions Affect Owner’s Equity RULES DUE	Capitalization and proofreading activities – enrichment 7 and 8 RULES DUE	RULES DUE Resume examples, purpose, layouts Brainstorm on paper what can go on your resume – bring information for Monday (dates, addresses, phone numbers)	Finish collage – printed; SMART Goals – write 3 SMART goals related to collage RULES DUE	RULES DUE Lesson #2 – Learn D and K keys	RULES DUE Begin Computer Components unit – PowerPoint and worksheet: what is a computers, parts, input vs output